

\*DP 25-1-30

DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS  
1222 SPRUCE STREET  
ST. LOUIS, MISSOURI 63103-2833

CEMVS-IM-P

Pamphlet  
No. 25-1-30

1 November 1999

Information Management  
FORMS MANAGEMENT PROGRAM

1. PURPOSE. To provide guidance in forms management procedures and to furnish an index of local forms and form letters authorized for use in the St. Louis District.

2. APPLICABILITY. This pamphlet is applicable to all organizational elements of the St. Louis District, Corps of Engineers.

3. REFERENCES.

a. Army Regulation (AR) 25-1, The Army Information Resources Management Program, 25 March 1997.

b. AR 25-30, The Army Integrated Publishing and Printing Program, 28 February 1989, Change 1, 2 August 1993, Change 2, 15 July 1996.

c. Engineer Pamphlet (EP), Index of Forms, 30 June 1995.

d. Division Pamphlet (DIVP) 25-1-30, Forms Management Program, 27 October 1997.

4. GENERAL. The objective of the Forms Management Program is to control the use and printing of District forms and to insure that forms are economically and efficiently utilized.

a. Index of Blank Forms is enclosed as Appendix A. Index of District Form Letters is enclosed as Appendix B. Organizational Index of District Forms and Form Letters is enclosed as Appendix C. Rescissions are shown in Appendix D. Entries are current through 1 October 1999.

b. The District Forms Management Officer (FMO) should review forms to determine if there are higher authority forms already in existence which could be used for the same purpose.

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\*This pamphlet supersedes DP 25-1-30, 16 January 1998

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c. When a local form is used by two or more offices, a prescribing directive is required. Local forms will not be approved for printing, reproduction, or issue unless authorized in a directive (usually a District publication) prescribing the form's use. If a form is required by only one office, a prescribing directive is not required.

d. All District forms are authorized for electronic generation. Inquiries concerning automated forms should be addressed to the Forms Management Officer.

## 5. RESPONSIBILITIES.

a. District personnel should coordinate all matters pertaining to forms with the Forms Management Officer.

b. The FMO within the District serves as the point of contact (POC) in all forms management matters. Responsibilities include the following:

(1) Review each request and approve all forms/form letters for use in the District, including electronic forms.

(2) Assign form/form letter numbers.

(3) Assist proponents in developing forms.

(4) Maintain a numerical file of every local form used in the District.

(5) Obtain higher headquarters forms through established supply sources.

(6) Approve requests for reproduction of forms/form letters.

(7) Conduct a review of all St. Louis District forms at least every 18 months to assure essentiality and currency.

(8) Publish an Index of Local Forms annually.

## 6. PROCEDURES.

a. New Form or Revised Local Form. A draft of the new or revised local form and a DD Form 67, Request for Approval of Forms, should be submitted to the FMO. If disapproved, it will be returned with reason for disapproval.

b. Deviation. A form may not be modified or changed unless the following guidelines are adhered to.

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(1) A request for deviation from the established use of a form should be submitted in writing through the FMO to the proponent of the form.

(2) A deviation is authorized for a two-year period. If it is still required upon expiration of the two years, a new request must be submitted.

c. Privacy Act. A form that is used to collect personal data on an individual is subject to the requirements of the Privacy Act of 1974. Accordingly, the proponent of such a form should develop a Privacy Act statement to be included as part of the form.

d. Supply of Forms. When two or more offices use a form, a supply is kept in the CEMVS-IM-P stockroom. Forms used by one element only will be requisitioned and stocked by the using element.

e. Reproduction. When a form is followed by an "R," it is authorized for reproduction at local levels. Reproduction should be requested on an MVS Form 832, Visual Information and Printing Services Request. The MVS Form 832 serves as the requisition and is sent through the FMO to IM-P, Printing.

FOR THE COMMANDER:



APPENDIXES:

- A - INDEX OF BLANK FORMS
- B - INDEX OF BLANK FORM LETTERS
- C - ORGANIZATIONAL INDEX OF  
DISTRICT FORMS AND FORM  
LETTERS
- D - RESCISSIONS

JULE BARTELS  
Chief, Information  
Management Office

DISTRIBUTION:

SF  
CEMVD



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## APPENDIX A

INDEX OF BLANK FORMS

<u>CEMVS</u> <u>FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
19	Aug 76	Waiver and Release	RE-A
23	Nov 97	Mailing Label	CT
23a	Oct 90	Mailing Label	RE
30	Sep 64	Field Report of Commercial Sources	ED-G
31	Aug 76	Actual Moving Expenses	RE-A
35	Aug 76	Pro-Rata Tax Refund Computation	RE-A
43	Jan 85	Offers to Sell Routing Sheet	RE-A
49	Aug 76	Supplemental Agreement	RE
56	Jun 77	Attorney's Certificate	RE
57	Oct 67	Water Pressure Testing	ED-GG
60	Aug 99	Delivery Order Distribution	CT
60a	Apr 98	Field Delivery Order and Modification Distribution	CT
71	Dec 67	Acquisition Progress Report	RE-P
77	Jul 77	Gage Inspection at _____	ED-HP
77a	Jul 77	Gage Inspection (Level Notes)	ED-HP
78	Aug 83	Navigation Notice Forecast	ED-HP
89	May 76	Data Collection - Carlyle	ED-HP
89r	May 78	Data Collection - Rend Lake	ED-HP
89s	Aug 74	Data Collection - Lake Shelbyville	ED-HP
104	Aug 83	Daily Data for Stream Flow Forecasting	ED-HP
108	Nov 90	Status Sheet, Condemnation	RE-A
113	May 98	Contract Record	CT
113a	May 98	Contract Record Continuation Sheet	CT
114	Apr 77	Aggregate Sieve Analysis	CO
119	Mar 68	Maximum Density Curve	CO
120	Feb 83	Value Engineering Change Proposal	VE
130	Sep 68	Compression Strength Test	CO
152	Sep 80	Questionnaire	PA
164	May 97	Utility Services Distribution Sheet	CT
204	Mar 99	Construction Modification	CT
219	Sep 81	Gage Readings	ED-HP
235	Aug 73	SF-52 Personnel Action Control Log	HR

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INDEX OF BLANK FORMS (CONT.)

<u>CEMVS FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
248	Dec 73	Inspector's Progress Report	CO-TO
253	Sep 98	Internal Distribution-CD ROM (Specifications, Plans, and Amendments)	CT
258	Aug 76	Summary Document	RE-A
261	Aug 76	Analysis of Farm Operations	RE-A
262	May 74	Relocation Assistance - Advisory Services	RE-A
263	Aug 76	Payment Recommended for Relocation Benefits	RE-A
269	Jun 74	Check List (Housing)	RE-A
270	Aug 76	Comparable Housing for Replacement	RE-A
279	Jul 74	Statement of Complaining Witness	CO-TO
289	Aug 76	Damage Claim (Appraisal)	RE
293	Oct 74	Employees Statement of Damage to Private Property	RE
301	Dec 87	Toll Charge Request	LM-T
308	Jan 93	Revolving Fund Motor Vehicle Distribution	RM-F
311	Oct 90	Exit Interview - Checklist	HR-R
323	Sep 81	Supplemental Experience Statement	HR
338	Jan 93	Campground Vehicle Permit	CO-TO
339	Oct 97	Right-of-Entry	RE-A
342	Mar 85	Lost and Found Receipt	CO-TO
351	Sep 81	Employee KSA Supplemental Experience Statement (GS Positions)	HR-R
353	Nov 77	Schedule of Recorder Maintenance	ED-HP
368	Mar 92	Preventive Maintenance Service and Inspection Guide	LM-T
373	Sep 92	Summary of Inspection - Imprest Fund	RM-F
388	Nov 77	Report on Ready-Mix Plants	ED-GE
401	May 97	A-E and Engineering Service Contract and Modification Distribution	CT

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<u>CEMVS</u> <u>FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
402	Apr 64	Daily Survey Report	ED-HG
404	Mar 99	Distribution of Construction Contracts	CT
405	Mar 99	Supply and Service Contract and Modification Distribution	CT
406	Apr 98	Distribution of Master Contract for Alteration and Repair of Vessels and Job Orders Thereto	CT
409	Feb 78	Inspection of Digital Recorder	ED-HP
410	Jun 77	Record of Gage Settings	ED-HW
433	Jan 76	Dustpan Dredge Report	CO
601	Dec 78	New Job Number Log Sheet	HR
606	Feb 79	Consent Form	PA
609	Mar 84	Daily Flood Emergency Log - Illinois River Area	CO-R
609a	May 84	Daily Flood Emergency Log - East Side Area	CO-R
609b	May 84	Daily Flood Emergency Log - Salt River Area	CO-R
609c	May 84	Daily Flood Emergency Log - Meramec	CO-R
609d	May 84	Daily Flood Emergency Log - St. Louis	CO-R
609e	May 84	Daily Flood Emergency Log - Kaskaskia River	CO-R
609f	May 84	Daily Flood Emergency Log - Elsberry Area	CO-R
609g	May 84	Daily Flood Emergency Log - Cape Girardeau	CO-R
610	Apr 79	Annual Plant Replacement and Improvement Program	CO-TS
614	Jun 79	Record of Payments	RE-A
617	Jan 86	Campground Slip	CO-TO
631	Feb 80	Construction Progress Report	CO-M
632	Mar 80	Sightseeing Pass	CO-TO
647	Jan 82	Interpretive Program Record	CO-TO
650	Jan 81	Urban Damage Data Sheet	PM
661	Mar 93	Employees State Income Tax Withholding Exemption	RM-F

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<u>CEMVS</u> <u>FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
662	Jul 81	Employee City Tax Withholding Certificate	RM-F
666	Sep 89	Checklist for Processing Current Fed. Employees	HR-R
674	Nov 85	Experience/RIF-Assignment/Entitlement Record	HR-R
675	Mar 86	Preappointment Information/Forms	HR-R
680	Apr 98	Administrative Vehicle Operational Record	LM-T
680A-R	Apr 98	Organization Control Record for Equipment	LM-T
694	Apr 84	DA Notice to Tax Official	RE
695	Apr 84	Payment and Closing Sheet and Receipt for Quit-Claim Deed	RE
696	Apr 84	Consent to Disclosure	RE
698	May 84	Competitive Level Sheet	HR
702	Jun 84	Contract Data Sheet	RM-F
703	Aug 84	Government Estimate Work Sheet	ED-C
711	May 97	Monthly Procurement Action Summary Feeder Report	CT
714	Mar 85	Document Transmittal Sheet	RM-F
729	Jan 87	Campground Rules & Regulations	CO-TO
731	Apr 98	Distribution of CD-ROM	CT
732	Mar 99	Internal Distribution Solicitation	CT
733	Jan 90	Copy Machine Rules	IM-P
734	Oct 87	Maintenance Deficiency Work Order	CO-S
738	Apr 87	Record Holding Area Retrieval Log	IM-P
744	Sep 87	Request for Personnel Action Log	HR
747	Feb 88	Operator's Daily Inspection Guide	LM-T
753	Jan 89	Primitive Camping Registration	CO-TO
759	Dec 96	AWS Declaration	HR-M
769	Oct 97	Certification Statement - Temporary Employment	HR-R
770	Oct 96	Security Office Disclosure Record	DS



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<u>CEMVS</u> <u>FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
772	May 90	Weekly Gage Height Recording Cards	ED-HP
773	Apr 98	Pre-Solicitation Notice	CT
779	May 91	Customer Satisfaction Card	LM-T
781	Jul 91	Certificate of Appreciation	HR-M
782	Jul 91	Vehicle Response Card	LM-T
783	Aug 91	Waterway Traffic Report Shift Log	CO
786	Sep 91	Government Estimate of Fair and Reasonable Cost to Contractor	ED-C
787	Feb 92	Container Label	IM-P
788	Mar 92	Initial Regulatory Complaint Report	CO-F
790	Mar 92	Witness Statement - Regulatory Complaint	CO-F
793	Jul 92	IPA Coordination Sheet	HR
794	Jul 92	Certification of Employment	HR
795	Jul 92	IPA Conditions Acknowledgement	HR
796	Aug 92	Lock/Vessel Omni Backup	CO
797	Aug 92	Notice	CO-F
798	Aug 92	Telephone Relocation	IM-I
799	Aug 92	ADP Equipment Move	IM-I
800	Apr 99	Cellular Phone Sign Out	IM-I
801	Aug 92	Travel Survey Form	LM-T
802	Sep 92	Express Mail Approval	IM-P
803	May 97	Delivery Order Record Sheet	CT
806	Feb 93	Official Telephone Directory Information	IM
809	Feb 99	Repository Evaluation and Questionnaire	ED-Z
810	Feb 99	Master Bibliography Data Sheet	ED-Z
812	Feb 99	Archaeological Objects Evaluation Forms	ED-Z
813	Feb 99	Associated Records Evaluation Form	ED-Z
814	Mar 94	Reply Card	PM-M
816E	Jun 94	VISA Award Record	CT
817	Nov 98	Record of Credit Card Orders	CT
820a	Dec 98	Camping Registration	CO-TO
821	Feb 99	USGS Map Information Sheet	ED-Z

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<u>CEMVS FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
822	Feb 99	Site Form Information Sheet	ED-Z
823A	Feb 99	Museum Records Data Sheet	ED-Z
823B	Feb 99	Field Records Data Sheet	ED-Z
824	Feb 99	Human Skeletal Remains Data Sheet	ED-Z
824a	Feb 99	Human Skeletal Remains Data Sheet Addendum	ED-Z
825	Feb 99	Object Data Sheet	ED-Z
826	Feb 99	Continuation Sheet	ED-Z
827	May 95	Reserved	CO-B
828	Aug 95	" Out" Card	CO-F
829	Feb 99	Physical Inspector/Interview Sheet	ED-Z
830	Sep 96	Application for Civilian ID Badge	DS
831-R	Jan 97	Corps of Engineers Time Attendance & Labor Sign In/Out Log	HR
832	Jun 97	Visual Information and Printing Services Request	IM-P
833	Mar 98	Interlibrary Lending Form	IM-P
834	Oct 90	Book/Subscription Order	IM-P
835	Feb 98	Search Request Form	IM-P
836	Nov 90	Search Worksheet	IM-P
837	Feb 98	Search Evaluation Form	
838	Feb 98	A/V Loan Equipment Sign Out Sheet	IM-P
840	Mar 98	Interlibrary Loan Routing Slip	IM-P
841	Jun 98	Inspection Photos	CO-F
846	Mar 99	Section 404 Evaluation	CO-F
847	Aug 99	Certificate of Compliance Private Motor Vehicle Registration	DS

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## APPENDIX B

INDEX OF BLANK FORM LETTERS

<u>CEMVS</u> <u>FORM LTR</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
6	Apr 73	Final Title Opinion	RE
28	May 97	Lump Sum Quantities	CT
35	Jul 81	Nature of Responsibility	OC
69	Jun 81	Check for Occupancy	CO-T
85	Oct 97	Acknowledgment	CT
92	Apr 81	Lockage Accident Report	CO
101	Apr 61	Transmittal of Estimated Tax Deposits	RE
129	Aug 76	Entry Permit	RE
130	Aug 89	Letter to Applicant RE: Return of CSC of Application	HR-R
135	Apr 79	Transmittal of Imprest Fund Safe Combination	RM-F
138	Undated	Closing Report	RE
143	Undated	Processing of Tax Payments	RE
156	Apr 89	Request for Treasury Check	RE
181a & b	Jan 74	Memorandum of Opinion - Reimbursement for Change of Duty Station Expenses	RE
252	Jul 72	Acceptance Summary, Offer to Sell	RE-A
278	Aug 76	Agreement	RE-A
285	Oct 86	Information Required	CT
290	Jul 71	Assurance of Adequate Replacement	RE-A
301	Aug 72	Checklist	RE-A
321E	Jul 87	Referral Sheet	HR-R
327	Sep 96	Bidders List Update	CT
330	Jan 86	Seasonal Employment Agreement	HR-R
332	Mar 86	Pre-Appointment Certification Statement for Selective Service Registration	HR
333	May 86	Lake Shelbyville Message to Visitor	CO-S
339	Apr 98	Review of Performance & Payment Bonds	CT

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<u>CEMVS</u> <u>FORM LTR</u>	<u>DATE</u>	<u>TITLE</u>	<u>CEMVS-</u>
341	Apr 98	Review of Consent of Surety Submitted on Contract No. _____	CT
342	Aug 90	Request for Service Contract Wage Rates	OC
343	Apr 91	Notice to Navigation Interests	CO
345	16 Dec 91	Authorization to Sign Time and Attendance Cards	RM-F
346	16 Dec 91	Appointment of Time and Clerks	RM-F

All Form Letters should be reviewed annually for need and format by  
the originating element.

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ORGANIZATIONAL INDEX OF DISTRICT FORMS AND FORM LETTERS

INFORMATION MANAGEMENT OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
733	Copy Machine Rules	IM-P
738	Record Holding Area Retrieval Log	IM-P
787	Container Label	IM-P
798	Telephone Relocation	IM-I
799	ADP Equipment Move	IM-I
800	Cellular Phone Sign Out	IM-I
802	Express Mail Approval	IM-P
806	Official Telephone Directory Information	IM-P
832	Visual Information & Printing Service Requests	IM-P
833	Interlibrary Lending Forms	IM-P
834	Book/Subscription Prder	IM-P
835	Search Request Form	IM-P
836	Search Worksheet	IM-P
837	Search Evaluation Form	IM-P
838	A/V Loan Equipment Sign Out Sheet	IM-P
840	Interlibrary Loan Routing Slip	IM-P

LOGISTICS MANAGEMENT OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
301	Toll Charge Request	LM-T
368	Preventive Maintenance Service and Inspection Guide	LM-T
680	Administrative Vehicle Operational Record	LM-T
680A-R	Organizational Control Record for Equipment	LM-T
747	Operator's Daily Inspection Guide	LM-T
779	Customer Satisfaction Card	LM-S
782	Vehicle Response Card	LM-T
801	Travel Survey Form	LM-T

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### OFFICE OF COMPTROLLER

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
308	Revolving Fund Motor Vehicle Distribution Corps of Engineers, St. Louis (DR 56-2-1)	RM-F
373	Summary of Inspection-Imprest Fund	RM-F
661	Employees State Income Tax Withholding Exemption Certificate	RM-F
662	Employee City Tax Withholding Certificate	RM-F
702	Contract Data Sheet	RM-F
714	Accounting Document Transmittal Sheet	RM-F
844		

<u>CEMVS</u> <u>FORM LTR</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
135	Transmittal of Imprest Fund Safe Combination	RM-F
345		
346	Appointment of Time and Attendance Clerks	RM-F

### DISTRICT SECURITY OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
770	Security Office Disclosure Record	DS
830	Application for Civilian ID Badge	DS
847	Certificate of Compliance	DS

### ENGINEERING DIVISION

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
30	Field Report of Commercial Sources	ED-G
57	Water Pressure Testing	ED-HS
77	Gage Inspection at _____	ED-HP
77a	Gage Inspection (Level Notes)	ED-HP
78	Navigation Notice Forecast	ED-HQ
89	Data Collection - Carlyle	ED-HP
89r	Data Collection - Rend Lake	ED-HP
89s	Data Collection - Lake Shelbyville	ED-HP
104	Daily Data for Stream Flow Forecasting	ED-HP

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219	Gage Readings	ED-HR/HP
353	Schedule of Recorder Maintenance	ED-HQ
388	Report on Ready-Mix Plants	ED-GE
402	Daily Survey Report	ED-HS
409	Inspection of Digital Recorder	ED-HP
410	Record of Gage Settings	ED-HW
703	Government Estimate Work Sheet	ED-C
786	Government Estimate of Fair and Reasonable Cost to Contractor	ED-C
809	Repository Evaluation & Questionnaire	ED-Z
810	Master Bibliography Data Sheet	ED-Z
812	Archeological Objects Evaluation Form	ED-Z
813	Associated Records Evaluation Form	ED-Z
821	USGS Map Information Sheet	ED-Z
822	Site Form Information Sheet	ED-Z
823a	Museum Records Data Sheet	ED-Z
823b	Field Records Data Sheet	ED-Z
824	Human Skeletal Remains Data Sheet	ED-Z
824a	Human Skeletal Remains Data Sheet Addendum	ED-Z
825	Object Data Sheet	ED-Z
826	Continuation Sheet	ED-Z
829	Physical Inspection/Interview Sheet	ED-Z

#### OFFICE OF COUNSEL

<u>CEMVS</u> <u>FORM LTR</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
35	Nature of Responsibility	OC

#### CONSTRUCTION/OPERATIONS DIVISION

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
114	Aggregate Sieve Analysis	CO
119	Maximum Density Curve	CO
130	Compression Strength Test	CO
248	Inspector's Progress Report	CO-TO
279	Statement of Complaining Witness	CO-TO
338	Campground Vehicle Permit	CO-TO
342	Lost and Found Receipt	CO-TO
433	Dustpan Dredge Report	CO
609	Daily Flood Emergency Log - Illinois River Area	CO-R
609a	Daily Flood Emergency Log - East Side Area	CO-R

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609b	Daily Flood Emergency Log - Salt River Area	CO-R
609c	Daily Flood Emergency Log - Meramec	CO-R
609d	Daily Flood Emergency Log - St. Louis	CO-R
609e	Daily Flood Emergency Log - Kaskaskia River	CO-R
609f	Daily Flood Emergency Log - Elsberry Area	CO-R

CONSTRUCTION/OPERATIONS DIVISION (CONT.)

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
609g	Daily Flood Emergency Log - Cape Girardeau	CO-R
610	Annual Plant Replacement and Improvement Program	CO-TS
617	Campground Slip	CO-TO
631	Construction Progress Report	CO-M
632	Sightseeing Pass	CO-TO
647	Interpretive Program Record	CO-TO
729	Campground Rules and Regulations	CO-TO
734	Maintenance Deficiency Work Order	CO
753	Primitive Camping Registration	CO-TO
783	Waterway Traffic Report	CO
788	Initial Regulatory Complaint Report	CO-F
790	Witness Statement - Regulatory Complaint	CO-F
796	Lock/Vessel Omni Backup	CO-F
797	Notice	CO-F
820A	Camping Registration	CO-TO
827	Reserved	CO-B
828	" Out" Card	CO-F
841	Inspection Photos	CO-F
846	Section 404 Evaluation	CO-F

<u>CEMVS</u> <u>FORM LTR</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
69	Check for Occupancy	CO-TO
92	Lockage Accident Report	CO
	MRC	CO-R
333	Lake Shelbyville Message to Visitor	CO-S



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PUBLIC AFFAIRS OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
152	Questionnaire	PA
606	Consent Forms	PA

HUMAN RESOURCES OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
311	Exit Interview - Checklist	HR-R
323	Supplemental Experience Statement	HR
351	Employee KSA Supplemental Experience Statement (GS Positions)	HR-R
376	Qualifications Summary	HR-R
601	New Job Number Log Sheet	HR
666	Checklist for Processing Current Fed. Employees	HR-R
674	Experience/RIF - Assignment/Entitlement R.I.F. Worksheet	HR-R
675	Preappointment Information/Forms	HR-R
698	Competitive Level Sheet	HR
744	Request for Personnel Action Log	HR
759	AWS Declaration	HR
769	Certification Statement - Temporary Employment	HR
831-R	Corps of Engineers Time Attendance and Labor Sign In/Out Log	HR

<u>CEMVS</u> <u>FORM LTR</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
321E	Referral Sheet Positions	HR-R
330	Seasonal Employment Agreement	HR-R
332	Pre-Appointment Certification Statement for Selective Service Registration	HR-R

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### REAL ESTATE DIVISION

<u>CEMVS FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT CEMVS-</u>
19	Waiver and Release	RE-A
23a	Mailing Label	RE
31	Actual Moving Expenses	RE-A
35	Pro-Rate Tax Refund Computation	RE-A
43	Offers to Sell Routing Sheet	RE
49	Supplemental Agreement	RE
56	Attorney's Certificate	RE
71	Acquisition Progress Report	RE-P
108	Status Sheet, Condemnation	RE-A
258	Summary Document	RE-A
261	Analysis of Farm Operations	RE-A
262	Relocation Assistance - Advisory Services	RE-A
263	Payment Recommended for Relocation Benefits	RE-A
269	Check List (Housing)	RE-A
270	Comparable Housing for Replacement	RE-A
289	Damage Claim (Appraised)	RE
293	Employees Statement of Damage (to private property)	RE
339	Right-of-Entry	RE-A
614	Record of Payments	RE-A
694	DA Notice to Tax Official	RE
695	Payment and Closing Sheet and Receipt for Quit-Claim Deed	RE
696	Consent to Disclosure	RE

<u>CEMVS FORM LETTER</u>	<u>TITLE</u>	<u>PROPONENT CEMVS-</u>
6	Final Title Opinion	RE
101	Transmittal of Estimated Tax Deposits	RE
129	Entry Permit	RE
138	Closing Report	RE
143	Processing of Tax Payments	RE
156	Request for Treasury Check	RE
181a & b	Memorandum of Opinion - Reimbursement for Change of Duty Station Expenses	RE
252	Acceptance Summary, Offer to Sell	RE-A
278	Agreement	RE-A
290	Assurance of Adequate Replacement	RE-A
301	Checklist	RE-A

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CONTRACTING DIVISION

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
23	Mailing Label	CT
60	Delivery Order Distribution	CT
60a	Field Delivery Order and Modification Distribution	CT
113	List of Contracting Officers	CT
113a	Contract Record Continuation Sheet	CT
164	Utility Services Distribution Sheet	CT
204	Construction Contract Modification Instruction & Distribution Check Sheet	CT
253	Internal Distribution - Speci- fications, Plans, and Amendments	CT
401	A-E and Engineering Service Contract and Modification Distribution	CT
404	Distribution of Construction Contracts	CT
405	Supply and Service Contract and Modification Distribution	CT
406	Distribution of Master Contract for Alteration and Repair of Vessels and Job Orders Thereto	CT
711	Monthly Procurement Action Summary Feeder	CT
731	Distribution of CD-ROM	CT
732	Initial Distribution	CT
803	Delivery Order Record Sheet	CT
816E	VISA Award Record	CT
817	Record of Credit Card Orders	CT

<u>CEMVS</u> <u>FORM LETTER</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
28	Lump Sum Quantities	CT
85	Acknowledgment	CT
285	Information Required	CT
327	Bidders List Update	CT
339	Review of Performance & Payment Bonds Submitted on Contract	CT

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APPENDIX C  
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VALUE ENGINEERING OFFICE

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
120	Change Proposal	VE

PROJECT MANAGEMENT

<u>CEMVS</u> <u>FORM NO.</u>	<u>TITLE</u>	<u>PROPONENT</u> <u>CEMVS-</u>
650	Urban Damage Data Sheet	PM
814	Reply Card	PM

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APPENDIX D

RECISSION OF FORMS

<u>FORM NO.</u>	<u>DATE</u>	<u>TITLE</u>	<u>PROPONENT</u>
163	Aug 72	Zonal Cavity Calculations	ED-DM
165	Mar 73	Report of Weekly Safety Meeting	CO
381	Jan 90	Contract Word Processing Request	IM-P
391	May 78	Notification of Contract Deficiencies/Service Contract	CO-TO
602	Aug 90	Travelope	LM-T
669	Oct 92	BPA Call Record	CT
718	Oct 89	Papas & Postal Meeting Accounts Report	IM-P
736	Mar 87	Request for Camping Pass	CO-TO
737	Mar 87	Camping Pass	CO-TO
739	Apr 87	Permit Expires	CO-TO
771	Apr 90	CETAL Timekeeper Sheet	CT
774	Nov 90	Information/Document Processing	IM-P
784	Aug 91	Temporary Handicap Parking Permit	LM
811	Feb 94	DOD Telephone Questionnaire	PD-C
820	Feb 95	Camping Registration	CO-TO
823	Feb 99	Associated Records Data Sheet	PD-C
842	Nov 98	Credit Card Log	CT